

TEMPLATE FOR FOREIGN AREA OFFICER LATERAL TRANSFER APPLICATION WITH NOTES

1. In general, follow the format contained in MILPERSMAN 1212-010. FAO-specific items are included in this template. (This is to assist you. There is a template on the NPC ADMIN Board website without the notes. Please use this with the notes if applying to FAO as your first choice.)

2. Request Designation as a Navy Foreign Area Officer (FAO) by letter, via the appropriate chain of command to:

Regular Mail:

NAVY PERSONNEL COMMAND

CUSTOMER SERVICE CENTER

**NOVEMBER 20xx TRANSFER/REDESIGNATION BOARD #40

**JUNE 20xx TRANSFER/REDESIGNATION BOARD #240

5720 INTEGRITY DRIVE

MILLINGTON TN 38055

Express Mail ONLY (to include commercial carriers such as FEDEX, UPS, and DHL):

NAVY PERSONNEL COMMAND CUSTOMER SERVICE CENTER **NOVEMBER 20XX TRANSFER
REDESIGNATION BOARD #40

**JUNE 20XX TRANSFER REDESIGNATION BOARD #240

5640 TICONDEROGA LOOP BLDG 768 RM E 302 MILLINGTON TN 38055-0000

** Use whichever applies and omit asterisks.

3. Request should be submitted using the following format:

Template for your application letter

Date

From: Rank, Name, USN, SSN/current designator

To: President, June (*or November*) 20XX Transfer/Redesignation Board # 40 (*or #240*)

Via: Commanding Officer, Command name (for immediate superior)

Subj: APPLICATION FOR TRANSFER/REDESIGNATION

Ref: (a) MILPERSMAN 1212-010

(b) OPNAVINST 1210.5

(c) OPNAVINST 1301.10B

Encl: (1) **DLAB score**

(2) **NAVPERS 1300/16 Part I and II (see note 1)**

(3) **Proof of SCI eligibility or Copy of recent SF86 or EPSQ 2**

(4-X) Any other relevant material documenting qualification or supporting selection to the desired program, Letter(s) of recommendation, transcripts, DLPT scores, etc.

(last) Personal Statement with AOR Preferences clearly delineated (see note 6 for additional guidance)

1. Designator(s) for which application is made listed in order of preference (a maximum of two may be requested). (This is a change already delineated in OPNAVINST 1210.5 that will also be included in the updated MILPERSMAN 1212-010.)

Additionally, each applicant is required to indicate their desire to be **Considered/Not considered** for lateral transfer/redesignation by communities not listed as one of their primary choices in the application with the following statement:

“If not selected by one of my primary choices, **I desire/Do not desire** my package to be reviewed by other communities during the Lateral Transfer/Redesignation Board”

If selected by a community not listed as one of their primary choices, these applicants will be notified via official correspondence after the selection results are published via NAVADMIN.

2-6. Per MILPERSMAN 1212-010.

7. Security Clearance requirement for FAO (1710): Date of TS/SCI clearance or statement as the TS/SCI eligibility. (Submit proof of SCI eligibility usually in the form of your JPAS printout or a newly completed SF86, Personnel Security Questionnaire, as an enclosure of your package.)

8-12. As per MILPERSMAN 1212-010.

*13. DLAB/DLPT score(s): _____. **DLAB score is required.** DLPT scores are requested as an additional measure of language ability, if you have any. Only documented DLPT scores within 3 years of application will be accepted. Anecdotal report of language qualification will not be considered by the board as actual language qualification. (e.g. I have studied Arabic for 5 years in college)*

14-15. As per MILPERSMAN 1212-010.

16. In addition to information required in this paragraph by MILPERSMAN 1212-010, include the following paragraphs:

“I certify that I (and my family, if applicable) am (are) worldwide assignable, and that I will immediately notify the Foreign Area Officer Community Manager if this situation changes.

I understand that if selected for this program that I will participate in graduate level education and language training as needed. In the case of graduate education, I agree to remain on active duty for a period equal to three times the number of months of education up to a maximum of three years. In the case of language training, I agree to remain on active duty for one overseas tour. This obligation may be discharged concurrently. If no training or education are required, I agree to remain on active duty in the FAO community for at least one complete FAO tour. These agreements do not obligate the Navy to retain me on active duty. However, if I fail to complete the agreed upon active duty (voluntarily or through misconduct), I agree to reimburse the United States for the cost of the education/training received prorated for the obligated time served.

17-18. As per MILPERSMAN 1212-010.

Signature (it must be signed)

Contact Information: LT Ima Sailor

Comm: (xxx)xxx-xxxx Ext: xxxx

Email: ima.sailor@navy.mil

Additional Notes:

1. Commanding officer's endorsement should comment on suitability for designation and assignment as an FAO. It can include information that would be traditionally in a letter of recommendation. Additionally, **your CO's endorsement must specifically comment on your overseas assignability** IAW Part I and II of the NAVPERS 1300-16 (Report of Suitability for Overseas Assignment). Part I and II of the NAVPERS 1300/16 must be completed with your CO acting as an interviewer and your MTF representative signing Part II and enclosed in your application package. **The NAVPERS 1300-16 must be screened to NAVCENT (NSA Bahrain) standards regardless of your regional desires. Family members must be covered under Part II.** If done via BOL, applicants must include a printed copy, because the board does not have access to your BOL files.

2. Waiver Requests must be endorsed separately by your CO and may be submitted with the application package. See board NAVADMIN for specific instructions. Generally waivers will be granted for applicants seeking waivers from the 8 years of commissioned service requirement down to 5 years of commissioned service if there is sufficient Navy operational experience to support. Academic waivers for candidates that do not have a GPA of 2.62 or higher are also available. There are no waivers available to TS-SCI eligibility or overseas screening to NAVCENT standards for the member and all their dependents (if applicable). Applicants that do not meet the FAO Community's security clearance eligibility requirements and overseas screening requirements will not be referred to the lateral transfer board. Additionally, those applicants from year-groups that have no-inquotas (closed due to FAO Manning) will not be referred to the board. The anticipated inquotas by year group may change due to lateral transition selections and FAO Community losses. Anticipated inquotas for the next lateral transfer board are calculated by the FAO OCM immediately after the Lateral Transfer Board Results are posted. Please refer to the NAVADMIN announcing the board for the year groups that are anticipated to have in-quotas or contact the FAO OCM.

3. Read OPNAVINST 1301.10B and MILPERSMAN 1212-010 to ensure you have included everything you need in your package and are aware of all requirements.

4. To support the AOR assignments process of those selected by the board, all applicants are required to provide their preference of AOR assignment. It is imperative that within your personal statement there is a list clearly delineated in order of preference (most desired to least desired numbered 1-5 clearly). This is only to communicate your desire. When applying for lateral transfer, you are applying to become a Foreign Area Officer, and not a specific country/region Foreign Area Officer. If you feel strongly about why you should be selected to a specific region, you need to address that in your personal statement. The FAO Management Team will slate the laterally transitioning FAOs to an AOR after the board results are posted based on the Officer's Year Group and FAO regional manning and regional requirements at the time of the board results. The regional assignments are then approved by the FAO Community Sponsor. Newly assessed FAOs will then be notified of their regional assignment by the OCM via email. FAO applicants must understand that applying for transfer to FAO means applying to become a Navy international engagement professional vice applying for assignment to a specific country or region based on personal preferences.

5. For applicants without a regionally focused Master's degree, please provide your academic profile code (APC) if available, or in the alternative, a copy of your undergraduate transcript documenting a GPA of 2.62 or greater. For those applicants that do not have a GPA of 2.62, a waiver may be requested.

6. The personal statement should be submitted as an enclosure to your application. If applying to multiple communities for consideration you may submit two separate statements or one that addresses multiple communities. There is no specific format, but it should address the following main points:

a. Why you desire to be a Foreign Area Officer

b. Experiences or abilities that will contribute to your effectiveness as an ambassador for the U.S. Navy and the United States internationally

c. Briefly outline your professional record and address any shortcomings that may be in your record

d. AOR preference clearly numbered (1-5). If you are seeking to be assigned to a specific region, it is recommended that you describe your experiences and qualifications that warrant this consideration.

Example:

“My AOR Preference is as follows:

1. AFRICOM
2. EUCOM
3. SOUTHCOM
4. PACOM
5. CENTCOM”

7. Signature Block and Contact Information: It is required that you sign your application. It is recommended that you provide both work and personal phone numbers and email addresses. This will enable the FAO OCM to contact you easily after the Board Results are published.

8. Thank you for your interest in the FAO Community! If you have any questions while you are constructing your application package or would like to meet with FAOs near you to discuss your draft application please contact the FAO OCM.